

DWS
UI-WORKFORCE SYSTEMS-WIOA-LMI-TANF
Post Office Box 2981
Little Rock, Arkansas

ADMINISTRATIVE MEMORANDUM NUMBER 80-21

Charisse Childers, Ph.D., Director

October 4, 2021

TO: All DWS Employees

SUBJECT: Announcement of an Agency Non-Exempt Position Vacancies

1. **Purpose:** To announce available position vacancies and the acceptance of State of Arkansas applications from Agency employees and other applicants.
2. **General Information:** The following position vacancies are being announced in-house and/or simultaneously (intra-Agency and external) for interested applicants.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Workforce Specialist Position Number: 22093516 MyARCareers Req# 12449	GS06	1	Jonesboro

Class Summary: The Department of Workforce Services (DWS) Workforce Specialist is responsible for career orientation and planning, assessment, and enrollment of clients seeking eligibility for DWS programs and related services. This position is governed by state and federal laws and agency/institution policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in general business, social sciences, business administration, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Workforce Specialist Position Number: 22093370 MyARCareers Req# 12452	GS06	1	West Memphis

Class Summary: The Department of Workforce Services (DWS) Workforce Specialist is responsible for career orientation and planning, assessment, and enrollment of clients seeking eligibility for DWS programs and related services. This position is governed by state and federal laws and agency/institution policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in general business, social sciences, business administration, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

Job Specifications may be accessed by linking to the Office of Personnel Management web site at http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html.

THE INDIVIDUALS SELECTED TO FILL THIS VACANCY WILL BE SUBJECT TO A BACKGROUND CHECK.

Interested DWS employees and external applicants should **apply online at:**

<https://www.transform.ar.gov/personnel/arcareers/>.

Closing Date: Completed applications must be received by Human Resources by 11:59 p.m., October 11, 2021.

3. **Action Required:** Please circulate, have **all employees read and initial**, and post for a **minimum of five (5) working days**.

Additional questions have been added to the on-line application for some of the Agency position vacancies. Applicants are strongly encouraged to apply on-line, but if you do not have access to the on-line system and must apply via paper application, please contact Human Resources at 501-682-1462 to receive the additional questions. The questionnaire must be completed and submitted with your application to Human Resources by 11:59 p.m. on the closing date.

4. **Inquiries:** Direct questions to Human Resources, 501-682-1462.
5. **Expiration Date:** October 11, 2021.
(**Announcement Closing Date:** 11:59 p.m., October 11, 2021.).